

REQUEST FOR PROPOSALS
Minnesota Department of Administration
Arts and Cultural Heritage Fund
Competitive Public Radio Grants

Grant Overview

Per Minnesota Laws, 2011, 1st Special Session, Chapter 6, Article 4, Section 2, Subdivision 6, the Minnesota Department of Administration requests proposals to create, produce, acquire, or distribute radio programs that educate, enhance, or promote local, regional, or statewide items of artistic, cultural, or historic significance. Preference shall be given to projects that expand Minnesotan's access to knowledge, information, arts, state history, or cultural heritage.

Funding Availability

The total amount of funding available for fiscal year 2012 is \$2,650,000. Funding does not expire until June 30, 2015. Funding will be allocated through a competitive process with review by a committee representing arts, history, humanities and broadcasting organizations statewide. The effective date of these grants will be the date of award notification.

Priorities

Per *A 25-Year Vision, Framework, Guiding Principles and Ten-Year Goals for the Minnesota Legacy Amendment Arts and Cultural Heritage Fund* (ACHF), the priorities of the ACHF include:

- The creation, performance and exhibition of artistic works
- The preservation and presentation of Minnesota's history and cultural heritage from its earliest peoples to present day
- The dissemination of programming and information about Minnesota's arts, history and cultural heritage through technology and media
- The public interpretation of our history and cultural heritage
- Arts, history and cultural heritage learning opportunities for all ages
- Collaborations among arts, history and cultural heritage organizations.

Applicant Eligibility Requirements

Per Minnesota Statutes § 129D.14, Subd. 3, applicants must meet the following requirements to be eligible:

- Holds a valid noncommercial educational radio station license or program test authority from the Federal Communications Commission;
- Has facilities adequate to provide local program production and origination;
- Employs a minimum of two full-time professional radio staff persons or the equivalent in part-time staff and agree to employ a minimum of two full-time professional radio staff persons or the equivalent in part-time staff throughout the fiscal year of the grant;
- Maintains a minimum daily broadcasting schedule of (1) the maximum allowed by its Federal Communications Commission license or (2) 12 hours a day during the first year of eligibility for state assistance, 15 hours a day during the second year of eligibility and 18 hours a day during the third and following years of eligibility;
- Broadcasts 365 days a year or the maximum number of days allowed by its Federal Communications Commission license;

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- Has a daily broadcast schedule devoted primarily to programming that serves ascertained community needs of an educational, informational or cultural nature within its primary signal area (a program schedule of a main channel carrier designed to further the principles of one or more particular religious philosophies or including 25 percent or more religious programming on a broadcast day does not meet this criterion, nor does a program schedule of a main channel carrier designed primarily for in-school or professional in-service audiences);
- Originates significant, locally produced programming designed to serve its community of license;
- Has a total annual operating income and budget of at least \$50,000;
- Has either a board of directors representing the community or a community advisory board that conducts advisory board meetings that are open to the public;
- Has a board that: (1) holds the portion of any meeting, relating to the management or operation of the radio station open to the public and (2) permits any person to attend any meeting of the board without requiring a person, as a condition to attendance at the meeting, to register the person's name or to provide any other information; and
- Has met all the above requirements for six months before it is eligible for state assistance under this section.

Proposal Content

Applicants must submit the following information:

- ACHF Competitive Public Radio Grants Application
- Exhibit A: Workplan and Budget

Application Instructions

Applications may be submitted in person, online, by mail, or by email to:

Jane Xiong, Grants Specialist

Dept. of Administration

50 Sherburne Avenue, #309

St. Paul, MN 55155

Fax 651-282-5333

jane.xiong@state.mn.us

www.admin.state.mn.us/achfgrants_publicradio

All proposals must be received no later than 4:30 p.m., Central Time, August 31, 2011. Late proposals will not be considered. All costs incurred in responding to this RFP will be borne by the responder.

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Selection Criteria and Weight

A 100-point scale will be used to create the final evaluation recommendation. The factors and weighting on which proposals will be judged are:

- **Active Engagement:** The proposal will substantially broaden access, foster participation, actively engage and/or create opportunities for Minnesotans in artistic, historical or cultural activities. 10 points
- **Collaboration and Connection:** The proposal will connect to other arts, history or culture programs; create new partnerships; and/or broadly share content and information about arts, Minnesota history, or culture. 10 points
- **Preservation and Access:** The proposal will inventory, preserve and/or provide access to Minnesota's history and cultural heritage resources. 5 points
- **Diversity:** The proposal will engage diverse communities in the state. 5 points
- **Lifelong Learning:** The proposal will reach Minnesotans of all ages. 5 points
- **Innovation and Technology:** The proposal applies innovation and appropriate use of technology to extend the reach, effectiveness, efficiency and impact of the proposal. 5 points
- **Transparency:** The proposal has measurable outcomes, methods of evaluating results, and public access to results. 10 points
- **Funding Continuity:** The proposal will have impacts beyond the funding period. 5 points
- **Destination:** The proposal will contribute to Minnesota's reputation as a favorable place to visit, live, learn, run a business and/or raise a family. 5 points
- **Workplan:** The proposal's activities, timeline and outcomes are appropriate for the funding goals and funding period. 20 points
- **Budget:** The proposed budget is appropriate for the funding goals and proposed outcomes and reflects responsible use of public funds. 20 points

Review Process and Approximate Timeline

All eligible responses received by the deadline will be evaluated by a review committee.

RFP posted on the Department web site	July 29, 2011
Deadline for proposal submissions, no later than 4:30 pm	August 31, 2011
Staff review of applicant eligibility	September 1, 2011
Committee review of proposals	September 23, 2011
Commissioner review of committee recommendations	September 30, 2011
Notification sent to applicants	October 1, 2011

Conflicts of Interest

Per Minnesota Statutes §16B.98 and Office of Grants Management Policy 08-01, the Department will take steps to prevent individual and organizational conflicts of interest.

Organizational conflicts of interest occur when:

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- a grantee or applicant is unable or potentially unable to render impartial assistance or advice to the Department due to competing duties or loyalties
- a grantee's or applicant's objectivity in carrying out the grant is or might be otherwise impaired due to competing duties or loyalties

In cases where an organizational conflict of interest is suspected, disclosed or discovered, the applicant or grantee will be notified and actions may be pursued, including but not limited to disqualification from eligibility for the grant award or termination of the grant agreement.

Public Data

Per Minnesota Statutes §13.599:

- Names and addresses of grant applicants will be public data once proposal responses are opened.
- All remaining data in proposal responses (except trade secret data as defined and classified in §13.37) will be public data after the evaluation process is completed.
- All data created or maintained by the Department as part of the evaluation process (except trade secret data as defined and classified in §13.37) will be public data after the evaluation process is completed.

Grant Provisions

Per Minnesota Statutes §129D.17, grants funded by a Legacy fund must be implemented according to Minnesota Statutes §16B.98, and the responsible entity must account for all expenditures of funds.

Per Minnesota Laws 2011, 1st Special Session, Chapter 6, Article 5, Section 5, Subd. 2, a recipient of money from a Legacy fund must comply with the Minnesota Constitution, Article XI, §15, and may not substitute money received from a Legacy fund for a traditional source of funding.

Arts and Cultural Heritage funds “may not be spent on activities unless they are directly related to and necessary for a specific appropriation” and “must not be spent on indirect costs or other institutional overhead charges that are not directly related to and necessary for a specific appropriation” per Minnesota Laws 2011, 1st Special Session, Chapter 6, Article 4, Section 2, Subd. 2.

Ineligible expenses include but are not limited to:

- Fundraising
- Taxes, except sales tax on goods and services
- Lobbyists, political contributions
- Bad debts, late payment fees, finance charges, or contingency funds
- Parking or traffic violations
- Out of state transportation and travel expenses (Minnesota will be considered the home state for determining whether travel is out of state).

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Per Minnesota Laws 2011, 1st Special Session, Chapter 6, Article 5, Section 5, Subd. 2, a project or program receiving funding from the arts and cultural heritage fund must include measurable outcomes, and a plan for measuring the results. A project or program must be consistent with current scholarship, or best practices, when appropriate, and must incorporate state of the art technology when appropriate.

Per Minnesota Statute §129D.17, all money from the arts and cultural heritage fund must be for projects located in Minnesota.

Accountability

Per Minnesota Laws 2011, 1st Special Session, Chapter 6, Article 5, Section 1, Subd. 10, all Fund recipients must submit to the Legislative Coordinating Commission for posting on the Legacy Web site:

- i. The name of the project and project description;
- ii. The name, telephone number, members of the board or equivalent governing body, and e-mail address of the funding recipient and, when applicable, the Web site address where the public can directly access detailed information on the recipient's receipt and use of money for the project;
- iii. The amount and source of funding, including the fiscal year of the appropriation;
- iv. The amount and source of any additional funding or leverage;
- v. The duration of the projects;
- vi. The number of full-time equivalents funded under the project;
- vii. The direct expenses and administration costs of the project; and
- viii. Actual measured outcomes and evaluation of projects as required by statute.

Recipients of funding must compile and submit all information for funded projects or programs, including the proposed measurable outcomes and all other items required by statute as soon as practicable or by January 15 of the applicable fiscal year, whichever comes first.

In addition, a noncommercial radio station receiving funds must report annually by January 15 to the Department of Administration and the Legislature regarding how the previous year's grant funds were expended and progress toward the measurable outcomes identified by the Grantee in their approved work plan.

The Grantee will also submit annually to the Department of Administration an interim financial progress report and a final financial report.

Contracting

- Any services and/or materials that are expected to cost \$20,000 or more must undergo a formal notice and bidding process. Support documentation of this process must be included in the grantee's financial records.

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- Any services and/or materials that are expected to cost between \$10,000 and \$19,999 must be scoped out in writing and offered to a minimum of three (3) bidders. Support documentation of this process must be included in the grantee's financial records.
- Any services and/or materials that are expected to cost between \$5,000 and \$9,999 must be competitively based on a minimum of three (3) verbal quotes. Support documentation of this process must be included in the grantee's financial records.

Grant Monitoring

Per Minnesota Statutes §16B.97 and Office of Grants Management Policy 08-10, it is the policy of the State of Minnesota to conduct at least one monitoring visit per grant period on all state grants of over \$50,000 and to conduct at least annual monitoring visits on grants of over \$250,000. Documentation from monitoring visits must be kept in the grant file.

State agencies must also conduct a financial reconciliation of grantee's expenditures at least once during the grant period on grants of over \$50,000.

Audit Clause

Per Minnesota Statutes §16B.98, Subdivision 8, the grantee's books, records, documents, and accounting procedures and practices of the grantee or other party that are relevant to the grant or transaction are subject to examination by the granting agency and either the legislative auditor or the state auditor, as appropriate, for a minimum of six years from the grant agreement end date, receipt and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later.

Contact Information

For more information about this RFP, contact:

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St. Paul, MN 55155
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Fax 651-282-5333
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Attachments

- ACHF Competitive Public Radio Grants Application
- Exhibit A: Workplan and Budget
- Grant Contract Template
- *A 25-Year Vision, Framework, Guiding Principles and Ten-Year Goals for the Minnesota Legacy Amendment Arts and Cultural Heritage Fund*
- ACHF Financial Report Template